

Track 2 Best Practices Prj Plan

Primary Activity		Responsible	Done	March		April				May					June				July				August				
Task Description	Person	22		29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	
Project Management																											
	Brief DK on Proj Progress	HWB		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
	Coordinate with AW, JW, KK	HWB		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
	Complete initial Project Plan	HWB			x																						
	Develop Purpose Statement	HWB			x																						
	Develop Roles Statement	HWB			x																						
	Develop Interview script	HWB			x																						
	Assign Proj Responsibilities	HWB			x																						
Financial Partners/Schools Channels																											
	ID list of BP publications	HWB/KK				x	x																				
	Obtain BP publications	KK				x	x																				
	Read publications	KK/HWB				x	x	x																			
	Analyze publications	KK/HWB				x	x	x																			
	ID Channel BP experts	HWB/KK				x	x																				
	Arrange contact interviews	KK				x	x	x																			
	Interview Channel BP experts	KK/HWB					x	x																			
	Analyze interview results	KK/HWB						x	x																		
	ID external BP publications	HWB/KK				x	x	x																			
	ID external BP experts	HWB/KK				x	x	x																			
	ID FSA Baseline Practices	KK/HWB				x	x	x	x																		
	Prepare Summary	HWB/KK						x	x	x																	
Higher Ed Institution BP Rsrch																											
	ID Ed Institutions to contact	HWB/KK				x	x																				
	ID list of publications to review	HWB/KK				x	x																				
	Obtain publications	KK				x	x	x																			
	Read publications	KK/HWB				x	x	x																			
	Analyze publications	KK/HWB					x	x	x																		
	ID Ed Insti contact names	HWB/KK				x	x	x																			
	Arrange contact interviews	KK					x	x	x																		
	Interview contacts	KK/HWB/JW						x	x	x																	
	Analyze interview results	KK/HWB						x	x	x																	
	Compare with other results	KK/HWB							x	x	x																
Higher Ed Institution BP Rsrch cont'd																											

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	ID issues/ques for more rsrch	HWB/KK/JW						x	x	x																	
	Prepare Summary	HWB/KK							x	x																	
Academic Researchers																											
	ID contact names	HWB/KK			x	x	x																				
	ID list of publications to revw	HWB/KK			x	x	x																				
	Obtain publications	KK					x	x	x																		
	Read publications	KK/HWB					x	x	x																		
	Analyze publications	KK/HWB					x	x	x	x																	
	Arrange contact interviews	KK						x	x	x																	
	Interview contacts	KK/HWB							x	x	x																
	Analyze interview results	KK/HWB							x	x	x																
	Compare with other results	KK/HWB								x	x	x															
	ID issues/ques for more rsrch	HWB/KK/JW								x	x	x															
	Prepare Summary	HWB/KK									x	x	x														
Other Gov't Agcy BP Rsrch																											
	ID other Agencies to contact	HWB/KK			x	x	x																				
	ID list of publications to revw	HWB/KK			x	x	x																				
	Obtain publications	KK							x	x	x																
	Read publications	KK/HWB									x	x															
	Analyze publications	KK/HWB									x	x															
	ID contacts with each Agency	HWB/KK			x	x	x																				
	Arrange contact interviews	KK									x	x	x														
	Interview contacts	KK/HWB/JW										x	x	x													
	Analyze interview results	KK/HWB											x		x												
	Compare with other results	KK/HWB												x	x	x											
	ID issues/ques for more rsrch	HWB/KK/JW												x	x	x											
	Prepare Summary	HWB/KK													x	x	x										
Academic Assns BP Rsrch																											
	ID Acad Assns to contact	HWB/KK			x	x	x																				
	ID list of publications to revw	HWB/KK			x	x	x																				
	Obtain publications	KK											x	x													
Academic Assns BP Rsrch cont'd																											

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	Task Description	Person		22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30
	Read publications	KK/HWB											x	x	x												
	Analyze publications	KK/HWB												x	x	x											
	ID Assn contact names	HWB/KK			x	x	x																				
	Arrange contact interviews	KK											x	x	x												
	Interview contacts	KK/HWB												x	x	x	x										
	Analyze interview results	KK/HWB													x	x	x										
	Compare results with Gov BP	KK/HWB													x	x	x										
	ID issues/ques for more rsrch	HWB/KK/JW													x	x	x										
	Prepare Summary	HWB/KK														x	x	x									
Financial Institutions BP Research																											
	ID Companies to contact	HWB/KK			x	x	x																				
	ID list of publications to revw	HWB/KK			x	x	x																				
	Obtain publications	KK												x	x	x											
	Read publications	KK/HWB													x	x	x										
	Analyze publications	KK/HWB														x	x										
	ID Company contact names	HWB/KK			x	x	x																				
	Arrange contact interviews	KK													x	x	x										
	Interview contacts	KK/HWB															x	x									
	Analyze interview results	KK/HWB															x	x	x								
	Compare with other results	KK/HWB																x	x								
	ID issues/ques for more rsrch	HWB/KK/JW																x	x								
	Prepare Summary	HWB/KK																x	x	x							
Develop Comprehensive BP doc																											
	Establish Advisory Board	DK/HWB/JW							x	x	x	x	x														
	Select Prevention BPs	HWB/KK																x	x	x							
	Select Detection BPs	HWB/KK																x	x	x							
	Write paper	HWB/KK														x	x	x	x	x	x	x					
	Advisory Board paper review	DK/HWB/KK																				x					
	Revise paper	HWB/KK																			x	x	x	x			
	Make Presentation	HWB/KK																						x	x		